

File no.D.28012/4/2024-DTE(SYS)
SPORTS AND YOUTH SERVICES DEPARTMENT
GOVERNMENT OF MIZORAM

New capital Complex (MINECO), Khatla, Aizawl, Mizoram-796001

Sub: - Engagement of Young Professionals on contract basis.

Sports and Youth Services department, Government of Mizoram &SAI an autonomous organization under the Ministry of Youth Affairs and Sports, Government of India invites applications online/Hard copy for engagement of (01) one Young Professional on contract basis initially for a period of four years for support in its various activities in the field of Sports Management, General Management, etc.

1. Job Description

- Maintain the data of material/resources to manpower engaged in KISCE
- Assisting, coordinating and managing the implementation of KISCE Scheme of Sports and Youth Services department, Government of Mizoram & Sports Authority of India
- All work related to administration at KISCE
- Coordinating with different departments in queries related to KISCE
- Drafting of letters, file noting, orders, etc.
- Any other work assigned by the reporting authority
- General:
 - Good knowledge of Computers- Windows and Microsoft Office applications especially MS Word, MS Excel
 - Confident, self-driven and team player
 - Ability to read, write and speak in English, Hindi and Mizo preferably.

2. Qualifications:

Essential; -

Masters degree or equivalent qualification/ Bachelor's degree with Post Graduate Diploma in Sports Management or equivalent from a recognized University with minimum 50% of marks

OR

Graduate with at least Three years of work experience

Desirable: Candidates who have represented India at international level and hold a Bachelor's degree or candidates with MBA or Post Graduation in Sports Management would be preferred.

3. The other Terms and Conditions shall be as under:-

- 3.1. The applications received will be scrutinized and candidates found eligible & shortlisted will be called for an Interview at cost to the applicant in the ratio 1:5 . Based on the marks obtained in the essential qualifications.
- 3.2. **Tenure:** - The contractual engagement will be for a period of four years on the basis of satisfactory performance, periodic reviews, result oriented, etc. and at all times coterminous with the Khelo India Scheme.
- 3.3. **Age Limit:** - The maximum age shall not be more than 32 years on the last date of receipt of applications.
- 3.4. **Remuneration :** - Fixed monthly remuneration of Rs.40,000/-
- 3.5. **Tax Deduction at source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Sports and Youth Services department, Government of Mizoram & SAI will issue TDS Certificates/Service Tax, as applicable.
- 3.6. **Other Allowances:** - No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
- 3.7. **Extension:** - Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- 3.8. **Leave:** - They will be entitled for 30 days leave in a calendar year on pro-rata basis. Un-availed leave in a calendar year will lapse and will not be carry- forwarded to the next calendar year.
- 3.9. **Confidentiality:-**
 - 3.9.1 Young Professionals may not, except with the previous sanction of the Sports and Youth Services department, Government of Mizoram/ Sports Authority of India in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment, without the prior approval of the the Sports and Youth Services department, Government of Mizoram/Sports Authority of India.
 - 3.9.2 During the period of engagement with the Sports and Youth Services department, Government of Mizoram /Sports Authority of India, the Young Professional would be subjected to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by his/her during the period of his/her engagement to anyone who is not authorized to know.
 - 3.9.3 The Young Professional engaged by the the Sports and Youth Services department, Government of Mizoram / Sports Authority of India shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Sports and Youth Services department, Government of Mizoram/Sports Authority of India.

4. Other Conditions:-

- 1.1.1 The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for Interview at cost to the applicant
- 1.1.2 In case he/she is required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA as admissible under the rules
- 1.1.3 In case of performance of any Young Professional is not found satisfactory the Sports and Youth Services Department, Government of Mizoram/Sports Authority of India reserves the right to terminate the contract by giving thirty days notice to any young professional, and also the Sports and Youth Services department, Government of Mizoram/ Sports Authority India may withdraw offer at any time without assigning any reason.
- 1.1.4 Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- 1.1.5 Decision of the Sports and Youth Services Department, Government of Mizoram/SAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by the Sports and Youth Services Department, Government of Mizoram/SAI in this regard.
- 1.1.6 the Sports and Youth Services department, Government of Mizoram/SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- 1.1.7 The Secretary, Sports and Youth Services Department, Government of Mizoram shall be the final authority in case of any issue arising out of the contractual engagement.
- 1.1.8 This appointment will be on contract basis and does not confer any right to claim to permanent employment in the Sports and Youth Services Department, Government of Mizoram /SAI.
- 1.1.9 Any litigation matters pertaining to employment at the Sports and Youth Services Department, Government of Mizoram /SAI shall be restricted to the jurisdiction of the High Court of Mizoram.
- 1.1.10 Owing to the requirement in the Sports and Youth Services Department, Government of Mizoram/SAI, a list of panels may be drawn which will be valid for a period of one Year, the Sports and Youth Services department, Government of Mizoram/SAI reserve the right to cancel the panel without assigning any reason.
- 1.1.11 Eligible and willing candidates may submit their applications via email dsysmizoram@gmail.com on or before 2.8.2024 (05:00 PM). The application form is at Annexure-A.

Eligible candidate shall submit their Application in the format given at **Annexure II**, by **email/hard copy** on or before 2nd August, 2024, 5 PM at following address:-

Directorate of Sports and Youth Services,

Government of Mizoram

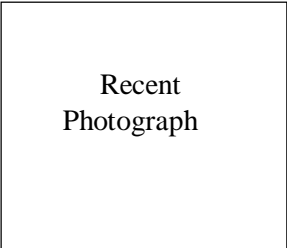
New Capital Complex (MINECO), Khatla, Aizawl, Mizoram By email-

dsystemizoram@gmail.com

Sd-
(LALRAMSANGA SAILO)
Secretary
Sports and Youth Services Department
Government of Mizoram

Application Format

Post applied for :



1. Name:

2. Father's / Husband Name:

3. Date of Birth:

4. Nationality:

5. Postal Address:

6. Contact Number:

7. E-mail Address:

8 Education Qualifications Matriculation onwards:

S. No.	Certificate/Degree	Subject	Institute/ University	Year of Passin g	Percentage/ CPGA

9 Work Experience:

S. No.	Organization /Institute	Period From - To	Nature of Work	Remarks

Total Experience (in Month).....

10 Sports Participation:

(A) International Level

S. No	Event	Position

(B) National Level

S. No	Event	Position

DECLARATION

I solemnly declare that the above statement made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulations of SYS Department Government of Mizoram.

(Signature of the Applicant)